

**CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES**

**Department of Human Resources**

**400 Stewart Avenue – 2<sup>nd</sup> Floor**

**Training Room #4**

**Las Vegas, Nevada**

**CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.ci.las-vegas.nv.us>**

**AGENDA**

**DATE: November 13, 2002**

**TIME: 4:30 p.m.**

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR ACTION UNLESS SPECIFICALLY NOTED OTHERWISE. UNLESS OTHERWISE STATED, ITEMS MAY BE TAKEN OUT OF THE ORDER PRESENTED AT THE DISCRETION OF THE CHAIRPERSON.

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: Regular Meeting of October 9, 2002
- IV. APPROVAL OF MINUTES: Teleconference Meeting of October 23, 2002
- V. BUSINESS
  - A. CERTIFICATION OF ELIGIBLE LISTS:
    - 1. Administrative Assistant – Promotional
    - 2. Deputy City Clerk I – Promotional
    - 3. Deputy City Clerk I – Open
    - 4. Graphic Artist II – Promotional
    - 5. Graphic Artist II – Open
    - 6. Office Specialist II – Promotional
    - 7. Office Specialist II – Open
    - 8. Pre-Trial Services Technician – Promotional
    - 9. Senior Traffic Signal Technician – Promotional
    - 10. Senior Traffic Signal Technician - Open

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### B. EXTENSION OF ELIGIBLE LISTS:

1. Auditor – Promotional
2. Auditor – Open
3. Collections Officer – Open
4. Corrections Intake Technician – Promotional
5. Corrections Intake Technician – Open
6. Firefighter/Paramedic – Open
7. HVAC Technician II – Promotional
8. HVAC Technician II– Open
9. Senior Court Clerk – Promotional
10. Traffic Communications Technician I – Promotional
11. Traffic Communications Technician I - Open

### C. CLASSIFICATION SPECIFICATIONS:

1. Permits Technician – Revised
2. Caseworker – New
3. Construction Projects Administrator - New
4. Construction Projects Specialist - New
5. Electronic Records Specialist - New
6. Intake Technician - New
7. Legal Technician I/II - New
8. Neighborhood Services Program Coordinator - New
9. Records Technician I/II - New
10. Senior Legal Technician - New

### VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED:

### VII. CITIZEN PARTICIPATION

ITEMS RAISED UNDER THIS PORTION OF THE AGENDA CANNOT BE DELIBERATED OR ACTED UPON UNTIL THE NOTICE PROVISION OF THE OPEN MEETING LAW HAVE BEEN MET. PLEASE LIMIT YOUR REMARKS TO THOSE MATTERS UNDER THE DIRECT JURISDICTION OF THE CIVIL SERVICE BOARD IN CONSIDERATION OF OTHERS, AVOID REPETITION, AND LIMIT YOUR COMMENTS TO NO MORE THAN THREE (3) MINUTES. TO ENSURE ALL PERSONS EQUAL OPPORTUNITY TO SPEAK, EACH SUBJECT MATTER WILL BE LIMITED TO TEN (10) MINUTES.

Facilities are provided throughout City Hall for the convenience of disabled persons. Special equipment for the hearing impaired is available for use at meetings. If you need an accommodation to attend and participate in this meeting, please call **the DEPARTMENT DESIGNEE at 229-6315** and advise of your need at least 48 hours in advance of the meeting. The City's TDD number is 386-9108.

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

State of Nevada, 555 E. Washington  
Senior Citizen Center, 450 East Bonanza Road  
Clark County Government Center, 500 South Grand Central Parkway  
Court Clerk's Office Bulletin Board, City Hall Plaza  
City Hall Plaza, Special Outside Posting Bulletin Board